

# Chapter 1 INTRODUCTION

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## PURPOSE

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This manual provides information on the use and care of selected hand tools and measuring tools. It will explain the types and uses of a large number of tools, a practical application of a selected group of tools, safety requirements, general care, and limited repair. A user must have, choose, and use the correct tools in order to do the work quickly, accurately, and safely. Without the proper tools and knowledge of how to use them, the user wastes time, reduces efficiency, and may face injury.

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## HOW TO USE THIS MANUAL

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When you need information about a specific tool or operation, simply refer to the alphabetical index at the end of the manual and turn to the pages that apply. The introduction to each tool chapter will furnish information on: How to choose and use the tools covered, the various types of tools available, and an example of their use. Instructions on the care of tools and safety precautions follow.

